

ASSISTANT DIRECTOR OF PUBLIC WORKS – MAINTENANCE

GENERAL STATEMENT OF DUTIES: The assistant director of public works-maintenance serves in a key management position in the Public Works Department and is responsible for the overall maintenance of the city's streets, utility infrastructure (sewers and water mains), facilities, and fleet services. This position is responsible for the administration, supervision, and budget of those areas related to the strategic and day-to-day operation of the maintenance division of the Public Works Department. This position requires knowledge of the principles and practices of street and utility infrastructure, facility, and fleet services maintenance and operations. This position is responsible for overseeing, setting goals, and participating in the management of personnel and ensuring the effective, efficient, and orderly operation of assigned areas. Work involves reasoned judgment and requires a high degree of knowledge in and ability to plan and direct work.

SUPERVISION RECEIVED: Work is performed under the director and deputy director of public works.

SUPERVISION EXERCISED: Supervision is exercised over public works supervisors and related staff.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Advises and works cooperatively with the director of public works and others to establish priorities; develops goals, strategic plans, and policies; coordinates activities and implements a variety of projects to realize goals in accordance with the City charter and City and department mission, vision, and values.
2. Directs the planning, organization, and maintenance of the services assigned. Identifies priorities, analyzes needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency. Aligns the City's maintenance plan with industry standards. Develops long and short-range operational plans for department operations. Anticipates and solves problems.
3. Organizes and directs personnel, planning, and general administration of assigned areas. Assesses operations, staffing, and equipment, and implements changes as necessary. Plans, organizes, and oversees the work of the infrastructure and facility maintenance and fleet services personnel.
4. Provides effective leadership, management, and mentoring of personnel. Supervises personnel, evaluates performance, oversees training and professional development, and confirms department staff have required certifications and licenses. Ensures proper labor relations and conditions of employment are maintained.
5. Develops, prepares, and administers annual budget programs and requests and ensures that the authorized budgetary and purchasing procedures are properly used. Identifies long and short-range funding sources for department operations.
6. Confers and works cooperatively with relevant directors, department heads, other staff, and external contacts on matters that may require their department's expertise and involvement. This may include, but is not limited to, information technology, finance, and

human resources. Maintains extensive contacts with key business and governmental officials.

7. Performs cost/benefit analyses to determine and recommend appropriate delivery of services and programs. Oversees contracts and confers with consultants and contractors; monitors vendor performance to ensure compliance with City contracts. Implements changes when necessary.
8. Prepares and updates asset management and capital improvement programs and plans. Develops and maintains emergency response plans for the department.
9. Develops and recommends policies and guidelines related to the department.
10. Promotes safe work practices.
11. Investigates inquiries and/or complaints made by residents, businesses, or other personnel; may include follow-up on corrective actions and ensuring a timely response.
12. Prepares reports and correspondence. Maintains accountability for administrative duties including preparation of correspondence and reports.
13. Keep abreast of legislative or regulatory developments, new administrative techniques, technology and developments in the field, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in engineering, construction management, public or business administration, or related field or equivalent training, education, and experience.
- B. Thorough knowledge of the modern principles and practices of local government street, sewer system, water system, and fleet and facility maintenance and operation.
- C. Possess a high level of interpersonal skills. Demonstrated ability to establish effective and cooperative working relationships. Uses tact, good judgment, initiative, and resourcefulness to communicate effectively with elected officials, boards and commissions, department heads, employees, volunteers, the public, and internal and external professional contacts.
- D. Demonstrated ability to think strategically, analyze complex information, make decisions, coordinate schedules and resources, and work effectively and cooperatively in routine, stressful, or time-sensitive situations. Must be able to provide leadership and directions in situations with undefined goals, expectations, or outcomes.
- E. Possess excellent organizational skill and an ability to problem solve. Skill in organizing schedules and coordinating associated resources.

- F. Possess excellent oral and written communication skills, including the ability to make presentations and draft and review complex documents.
- G. Ability to work to resolve differences or disputes. Demonstrate the ability to persuade others and analyze complex information. Able to solve difficult problems using initiative and resourcefulness.
- H. Knowledge of and ability to learn and understand applicable federal, state, and local laws, codes and ordinances.
- I. Extensive knowledge of the principles and practices of local government administration in the area of public works. Extensive knowledge of the duties, functions, and responsibilities of subordinate personnel.
- J. Demonstrate competence in gathering and analyzing data for short- and long-range planning and preparing accurate and timely reports, memoranda, letters, and responses to requests for information.
- K. Knowledge of vehicle and motorized equipment purchasing and maintenance sufficient to oversee area under scope of authority.
- L. Extensive knowledge and ability to plan, organize, and oversee a variety of public works activities, practices, principles, and techniques.
- M. Demonstrated ability to train, lead, motivate, and command the respect of employees; demonstrated ability to effectively supervise and evaluate the work of others.
- N. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility and has the ability to quickly learn other technology as necessary.
- O. Proven ability to maintain a professional leadership image to the organization and the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision, and values of the department and the City.
- P. Considerable knowledge of the geography, streets, and important locations within the City.
- Q. Ability to obtain licenses such as State of Michigan Certification S-1 Water Distribution, CDL, or other if required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk, hear, and communicate with others. The employee is required to use hands to stand and walk; finger, handle, or feel; and reach with hands and arms. The employee may need to lift and move items of moderate weight. Bending and stooping are also frequent requirements. While performing the duties of this job, the employee is required to view and produce written documents.

While performing the duties of this job, the employee works in a business office setting and in the field. The noise level in the work environment is usually quiet in the office and may become loud in field situations. While working in the field, circumstances may occur that are very strenuous and may involve working in unsanitary environments. The employee may be exposed to uncontrollable circumstances. The employee may be required to traverse uneven terrain and may be required to work in all types of weather conditions. The employee is required to drive in inclement weather.

February 2002
Format Revised April 2005
Revised November 2022